

2002-2003 REQUEST FOR FUNDS (RFF) – 9233

STATE OF UTAH – CDBG PROGRAM
324 SOUTH STATE STREET, SUITE 500
SALT LAKE CITY, UTAH 84114-7920 (801) 538-8732

RFF Request #:

Date of Request:

SECTION I - GRANTEE IDENTIFICATION

1. GRANTEE NAME AND ADDRESS:

3. CONTRACT #

4. CONTRACT START & END DATES:

FROM: TO:

5. DATE OF THIS REPORTING PERIOD:

2. CONTRACT AMOUNT (CDBG FUNDS ONLY): \$

FROM: TO:

6. ACCOMPLISHMENT NARRATIVE:

SECTION II - EXPENDITURES OF CDBG FUNDS ONLY*ALL AMOUNTS MUST BE ROUNDED TO THE NEAREST DOLLAR*

BUDGET CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ADMINISTRATION	CONTRACT BUDGET	EXPENSES INCURRED THIS REPORTING PERIOD	ALL PRIOR EXPENDITURES	TOTAL EXPENSES	BALANCE AVAILABLE
PERSONNEL SALARIES					
FRINGE BENEFITS					
SUPPLIES/EQUIPMENT					
TRAVEL					
OTHER (Identify):					
SUBTOTAL					
CONSTRUCTION					
ENGINEER/ARCHITECT					
SUBTOTAL					
OTHER (Identify):					
SUBTOTAL					
FINAL TOTALS	\$	\$	\$	\$	\$

_____ Check here if this is revolving loan fund request

SECTION III - GRANTEE TO COMPLETE IN FULL (Items 7 and 8 only)

7. THIS REQUEST IS A **REIMBURSEMENT** FOR \$_____ ALREADY EXPENDED. ATTACH COPIES OF APPLICABLE DOCUMENTATION INCLUDING INVOICES AND CANCELED CHECKS.

_____ SIGNATURE OF AUTHORIZED OFFICIAL

8. THIS IS A REQUEST FOR \$_____ **ANTICIPATED EXPENDITURES**. ATTACH COPIES OF INVOICES. SEND COPIES OF CHECKS AND DEPOSITS AS SOON AS AVAILABLE TO YOUR PROGRAM SPECIALIST AT THE ADDRESS ABOVE. **REMEMBER, ALL CDBG FUNDS MUST BE EXPENDED WITHIN 3 DAYS OF RECEIPT.**

DO NOT WRITE BELOW THIS LINE - FOR DIVISION USE ONLY _____ SIGNATURE OF AUTHORIZED OFFICIAL

(For State Use Only) PROGRAM SPECIALIST:

DATE:

VENDOR #:

(For State Use Only) DIVISION ACCOUNTANT:	DATE:	Hud Project #	Hud Activity#
(For State Use Only) ORG#/APPR.UNIT/RPT CAT:	OBJECT CODE:	DEPARTMENT #:	

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(801) 538-8732					
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1. GRANTEE NAME AND ADDRESS:				3. CONTRACT #:	
				4. CONTRACT DATES:	
				FROM: TO:	
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2. CONTRACT AMOUNT:				FROM: TO:	
6. ACCOMPLISHMENT NARRATIVE:					
SECTION II - EXPENDITURES OF CDBG FUNDS ONLY *ALL AMOUNTS MUST BE ROUNDED TO THE NEAREST DOLLAR*					
BUDGET CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ADMINISTRATION	CONTRACT BUDGET	EXPENSES INCURRED THIS REPORTING PERIOD	ALL PRIOR EXPENDITURES	TOTAL EXPENSES	BALANCE AVAILABLE
SALARIES					
SUPPLIES/EQUIPMENT					
TRAVEL					
OTHER (IDENTIFY)					
PLANNING					
SALARIES					
SUPPLIES/EQUIPMENT					
TRAVEL					
OTHER (IDENTIFY)					
TECHNICAL ASSISTANCE					
SALARIES					
SUPPLIES/EQUIPMENT					
TRAVEL					
OTHER (IDENTIFY)					
FINAL TOTALS	\$	\$	\$	\$	\$
SECTION III - GRANTEE TO COMPLETE IN FULL (Item 7)					

7. THIS REQUEST IS A **REIMBURSEMENT** FOR \$_____ ALREADY EXPENDED. ATTACH COPIES OF APPLICABLE DOCUMENTATION INCLUDING INVOICES AND CANCELED CHECKS. REMEMBER ALL CDBG FUNDS MUST BE EXPENDED WITHIN 3 DAYS OF RECEIPT.

DO NOT WRITE BELOW THIS LINE – FOR DIVISION USE ONLY

SIGNATURE OF AUTHORIZED OFFICIAL

(For State Use Only)PROGRAM SPECIALIST:	DATE:	VENDOR #:	
(For State Use Only)DIVISION ACCOUNTANT:	DATE:	Hud Project #	Hud Activity #
(For State Use Only)ORG#/APPR UNIT/RPT CAT:	ACCOUNT CODE:	DEPARTMENT #:	

SECTION I - GRANTEE TO COMPLETE FRONT SIDE AS INSTRUCTED BELOW

1. Name and official mailing address of Grantee
2. Contract Number: (6 digits)
3. Amount of **CDBG Contract ONLY**
4. Contract dates - From: Effective date of contract (execution date on page 2 of contract)
To: Termination date of contract (see page 1 of contract) - If an amendment for an extension has been received be sure to show amended date)
5. The expenses associated with this request for funds were incurred between these two dates.
6. In addition to attaching appropriate invoices, a narrative description of project accomplishments from _____ the date of the previous RFF through the date of this request must be provided. Funds will not be processed until this narrative is included.

SECTION II- GRANTEE TO COMPLETE FRONT SIDE AS INSTRUCTED BELOW

COLUMN 1: Contract Budget	Insert the figures from the budget page, Attachment C, of the contract. This column Details the amount budgeted for each activity of the project.
COLUMN 2: Expenses incurred this	Indicate the total expenses for each activity, in each _____ category, during the period being reported.
COLUMN 3: All prior expenditures	Indicate the cumulative amounts spent in each activity (Get this information from the most recent RFF).
COLUMN 4: Total Expenses	Add Columns 2 and 3.
COLUMN 5: Balance Available	Subtract Column 4 from Column 1.
REVOLVING LOANS:	Grantees who are operating a revolving loan program request must indicate so.

SECTION III - GRANTEE TO COMPLETE FRONT SIDE AS INSTRUCTED BELOW

7. IF THIS REQUEST IS A REIMBURSEMENT OF FUNDS ALREADY SPENT, PLEASE INDICATE THE AMOUNT REQUESTED. (Remember these funds must be expended within 3 days of receipt).

8. IF THE REQUEST IS FOR EXPENSES THAT HAVE NOT BEEN PAID, PLEASE INDICATE THE AMOUNT (Remember these funds must be expended within 3 days of receipt).

THE TOTAL AMOUNT OF 7 AND 8 MUST EQUAL THE FINAL TOTAL OF COLUMN 2. EXPENSES INCURRED THIS REPORTING PERIOD. ATTACH APPLICABLE DOCUMENTATION. OBTAIN AUTHORIZED OFFICIAL CDBG CONTRACT, (SECTION F) SIGNATURE.